

TOWN OF WASHINGTON CITIZEN COMPLAINT

(Please print or type all information - anonymous forms are not acted on)

Your Name: _____

Mailing Address: _____

City/State/Zip: _____ Phone: () _____

Name of permit holder or owner (if known): _____

Parcel 911 Address of Complaint: _____ Tax Map and Lot# (if known): _____

Please check which ordinance if known ☐ Land Use ☐ Mining ☐ Subdivision ☐ Other: _____

The undersigned would like to bring the following condition or situation to the attention of the Code Enforcement Officer, which may be a violation of a permit or condition for: ☐ Building ☐ Setback or buffer ☐ Residential use

☐ Home business ☐ Commercial use ☐ Mining ☐ Other: _____

Condition or situation (please describe in detail, use additional pages if necessary): _____

Evidence

Did you personally witness the described condition or situation? ☐ Yes ☐ No

If yes, on what date and at what time of day? _____

Did anyone else personally witness the described condition or situation? ☐ Yes ☐ No ☐ Don't Know

If yes, please print name and phone number: _____

Has this person filed a complaint on his or her own behalf? ☐ Yes ☐ No ☐ Don't Know

Do you have any physical evidence to support your complaint? ☐ Yes ☐ No

If yes, please submit it and indicate what kind: ☐ Photos ☐ Video ☐ Receipts or other written documents

☐ Audio recording ☐ Other: _____

I certify that all of the information on this form is true and correct and that I hereby request the CEO to investigate and respond to me within a reasonable time as to the conclusion reached after an inspection.

SIGNATURE: _____ DATE: _____

Please sign in blue ink Unsigned forms are not acted upon.

You may appeal any action to the Washington Board of Appeals within 30 days of the date of a decision.

OFFICIAL USE ONLY Date Received by CEO: ☐ Insufficient data to locate ☐ Inspection Made → Date:

→ Observations:

☐ No violation(s) found ☐ Minor violation(s) found → Specifically:

☐ Permit holder has agreed to correct minor violations by → Date:

☐ Major violation(s) found ☐ Stop Work Order Issued → Date:

→ Specific Violation(s) Cited:

→ Remedial Action Ordered:

Permit holder has up to 90 days to comply or appeal a Stop Work Order ☐ Reply to complainant in writing → Date:

CEO SIGNATURE: _____ DATE: _____